

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Attention: Scheduling Section.								
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE						
Application Date	Department of Human Resources	Application Number						
June 11, 1976	Division of Mental Health & Mental Retard. Mental Retardation Section	71 - 275						
Application Number	47 Trinity Avenue, Rm. 542-H	Date Received Date Completed						
DHR-59	Atlanta, Ga. 30334	7887 T. 0 1070 1						
		AUG 1 0 1976						
2. Person to Contact	Working Title	Telephone Number						
Budd Hughes	Assistant Division Di	rector 656-6370						
3. Action Requested								
	Schedule; record will continue to accumulate.							
b. Dispose of present acc. Amend Application	ccumulation; no further accumulation anticipated. NoCheck One:	les 🗖 Meid						
4. Dates of Series	5. Records Series Title (followed by title used in office; if dif							
Earliest Latest	Mental Retardation							
1973 Present	Group Home Program Files	er e						
<u></u>		which this record earlies is accepted?						
The Division of Menta	6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Mental Health & Mental Retardation administers the mental health, mental							
retardation and other	developmental disabilities, drug abuse, a	lcoholism, and training and						
research program. Th	nis Division is also concerned with communi	ty mental health, and the						
administration of the	e State mental hospitals, rehabilitation and	d retardation centers.						
The Mental Retardation	on Section is one of the programmatic section	one of the Division of Montal						
	ardation. The Mental Retardation Section of							
	on the mentally retarded within the I Q range	_						
_	ve system of institutional and community se							
·	ovided through the following major programs							
_	Group Homes, 3) Institutional Services, 4							
5) Foster Grandparent	•	ing the second of the second o						
	<u>, i</u>							
7. Record Series Description	This file contains the following documents (include form nu	mbers and titles, if any):						
Decuments relative to 200	Attach samples of the file. ceiving and reviewing proposals for the ex	stablishment and administrat-						
ion of Group Home F	-	scapitsiment and administrac-						
2017 02 020 42 1101110 1								
Included but not limi	ted to are: proposals in narrative format	describing the need for the						
	recommended services to be performed, moni-							
	by Federal and State regulations to record							
	ent information and statistical reports and	_						
ing documents.		*						
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		•						
File is arranged: alphabetically by county; thereunder alphabetically by name of program.								
rile is arranged; at phabe	cically by county; thereunder alphabetically	y by name or program.						
8. Monthly Reference Rate	How often are records referred to which are:							
One to six months old	$\frac{0}{1}$; Seven to twelve months old $\frac{5}{1}$; Thirteen to	twenty-four months old;						
twenty-five months and olde								
9. Annual Rate of Accumulation		The state of the s						
Letter-size drawers; Legal-size drawers; Shelves; Other (specify)								

Yes No 10. Coestionaries (Place an XX in the proper golumn) X x to this the official copy of the series the tot where is it? x to bose the series contain confidential information requiring security handling? If yes, cite law or regulation. X d. See this a vital record? X d. Coes the series have intodical or long term research value? x d. Coes this series have intodical or long term research value? x d. Coes this series have intodical or long term research value? x d. See this a vital record? x d. See the formation contained in this series was analyzed and/or recorded in a summary and analyzed reports. X 1 t. See information contained in this series was analyzed and/or recorded in a summary and analyzed reports. X 1 t. See analyzed contained in this series was analyzed and/or recorded in a summary and analyzed reports. X 1 t. See analyzed contained in this series was analyzed and/or recorded in a summary and analyzed the series of the se					استند سنست بسيطين ني ني السيسي	عبده سنسبب سالنات		
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g. Is the information contained in this series ever analyzed and/or recorded in structions application of this series in your office, or in enother office or agency? If yes, where you certain information monthly, wearing guermany reports. It is this series does a major portion of it regulative microfilmes? X I. Does the record series result in a comparier orintost? 11. Reterration Requirements The following requires the series to be kept: 4. State Lew		X						
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X It was where? Group Rome X I. Is this series (or a major portion of itd resulative microfilmed? X I. Does the record series result in a computer or intoxit?	X		g. Is the information of the second of the s	tion contained i 2004. <i>Certai</i>	i n this series ever in informatio	analyzed and on found	/or recorded in a summarized re in monthly, yearly sum	port? mary reports.
X L. Does the record series result in a computer printout?	X		h. Is there a duplication of this series in your office, or in another office or agency?					
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a. State Law years. b. Statute of limitation years. c. Federal law years. d. Administrative need 5 years. f. Federal retention instructions 3 years. Attach copy or excert of laws or regulations. Explain administrative need. Based on previous reference experience a 5 year retention period is needed. 12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each: Calendar Year; Fiscal Year; Other then, Hold in the current files area month(s) 2 year(s); then Transfer to local holding area; hold year(s); then Transfer to State Records Center; hold 3 year(s); then Destroy. Transfer to State Archives for permanent retention. Other (Specify) These instructions apply to all prior and future accumulations of the series. Agency Head/Designee (Signgture) Date Records Management Officer (Signature) Date State Records Committee (Signature) Date Recommendations in peragraph 12 are approved, statch letter of explanation.) State Auditor/Designee Cauchl Hart 8-4-76 Attorney General/Designee Cauchl Hart 8-4-76 Attorney General/Designee Cauchl Hart 8-4-76 Attorney General/Designee		X	•=	-				
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